

DEPARTMENT OF THE ARMY
Headquarters, U.S. Army Cadet Command
Fort Monroe, Virginia 23651-5000

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Reserve Officers' Training Corps
2004 LEADER'S TRAINING COURSE: CADET INFORMATION

Summary. This circular provides information to all ROTC cadets attending the Leader's Training Course (LTC) at Fort Knox. Read it thoroughly before reporting and bring those items identified.

Applicability. This circular is applicable to all cadets attending the Leader's Training Course at Fort Knox, Kentucky. For convenience, the terms he, him and his represent both male and female genders.

Suggested Improvements. Send comments and suggested improvements on DA Form 2028, to Directorate of Training, U.S. Army Cadet Command, ATTN: ATCC-TT, Fort Monroe, Virginia 23651-5000.

Distribution. For distribution to ROTC cadets attending 2004 ROTC Leader's Training Course and battalion cadre.

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cadets. Training events expose the cadet to adventure activities, basic military skills, leadership development, all of which are essential to enter in to the advanced course.

f. Leadership development is continual and begins shortly after arrival at the Leader's Training Course. The ROTC cadre advise, coach, and ultimately, render an assessment of each cadet's leadership potential.

g. Army Drill Sergeants play an important role in bringing cadets together, develop them individually, mold them into a cohesive team and motivate them to graduate.

1. **CAMP CONCEPT.**

a. The Cadet Command mission is to commission the future officer leadership of the US Army and motivate young people to be better citizens. Within that framework, the camp mission is to conduct a leadership experience that will qualify and motivate cadets to enter into the Army ROTC Advanced Course.

b. The Leader's Training Course is the Army's two-year ROTC program entry point (lateral entry). Through the Leader's Training Course, students without ROTC basic course experience can **essentially earn credit for basic course** and qualify for advanced course entry. It is often their first exposure to Army life on an active Army installation and one of the few opportunities where cadets from various parts of the country undergo a common, high-quality training experience.

c. The Leader's Training Course is intentionally stressful and is designed to build individual confidence and leadership skills through the accomplishment of tough and demanding training. The days are long with occasional night training and little time off. Squad and platoon level competitions develop collective cohesion (esprit de corps) and emphasize the necessity for teamwork.

d. The Leader's Training Course uses small unit tactical training as the vehicle for leadership development.

e. Cadet companies begin training on specified dates as indicated in paragraph 2. Training is organized into separate committees in a tiered structure. Each company follows the same sequence of training, ensuring standardized training and evaluation of all

2. **COMPANY CYCLE DATES.**

The Leader's Training Course will occur in six training cycles during the period 1 June through 18 July 2004. Each cycle is organized as a company. Report and graduation dates are as follows:

	<u>COMPANY</u>	<u>REPORT</u>	<u>GRADUATION</u>
1		1 June*	29 June
2		5 June	3 July
3		10 June	8 July
4		16 June	14 July
5		20 June	18 July
6		25 June	23 July

***NOTE: 1st Company cadets may not report to camp before 1 June. Messing and billeting accommodations are not available prior to that date. Those desiring to report on 31 May must have Camp Commander's prior approval.**

3. **SUPPORT UNITS.**

Fort Knox, FORSCOM and reserve component units provide the bulk of camp support.

4. **PHYSICAL CONDITIONING.**

a. GENERAL. The Leader's Training Course demands a high level of physical fitness. Cadets cannot keep pace with the physical training program, unless they are in good physical condition upon arrival at camp.

b. PREPARATION.

(1) Cadets should already have a personal program of conditioning. If not, start one immediately and continue your PT program until you report to camp.

(2) Each Cadet, excluding MJC, is required to take an APFT prior to attendance at LTC. The cadet must achieve the Initial Entry Training standard of 50/50/50 in each event. If they do not achieve this standard, an approval waiver from the Brigade Commander must accompany the APFT card.

(3) Wear the combat boots that you will bring to the Leader's Training Course during outdoor physical activities to break them in prior to arriving at camp. Do this gradually to avoid foot injuries.

c. ARMY PHYSICAL FITNESS TEST (APFT). The APFT for each company is administered during the first 10 days of camp.

Be familiar with the APFT events and standards and be ready to achieve the highest possible score.

d. DAILY PHYSICAL TRAINING. Cadets will sustain physical condition at camp through participation in scheduled PT sessions and physically demanding training. Personal hygiene is essential for both garrison and field training events. To better prepare our female cadets relating to personal hygiene in a field environment, see Appendix B.

5. TRAINING.

a. GENERAL. The Leader's Training Course is 28 days long and incorporates a wide range of subjects designed to develop/evaluate leadership and officer potential and qualify cadets for contracting into the advanced course. The challenges are rigorous and demanding, both mentally and physically, and will test intelligence, common sense, ingenuity, and stamina. These challenges provide a new perspective on an individual's ability to perform challenging tasks and to make sound decisions in demanding situations.

b. PROGRAM OF INSTRUCTION. The structure of the training program is based on action-oriented training. Emphasis is hands on, outdoor training with rapid, constructive feedback to cadets. The training program is designed to inspire students to become outstanding leaders with a sound understanding of traditional leadership values. We have organized training into three phases. The training program includes:

(1) Soldier First – the first 4 days of LTC includes arrival and inprocessing and learning basic military customs and courtesies. Often described as “what right looks like”.

(2) Future Leader – the next 15 days of LTC covers various basic military skills, which builds both cadet self-confidence and unit esprit-de-corps. The military skills training serves as a vehicle for the over-arching leadership development training.

3) Bold Leader – is a dynamic six-day field/adventure training exercise. Cadets are exposed to squad level operations where cadre assess the cadet's leadership ability in a field environment.

(4) Discover Gold - is the final four days of LTC during which cadets receive counseling and individual outbriefings that recommend a personalized leadership development plan to enable the cadet to continue to develop his leadership skills. There is also a family day and graduation ceremony to conclude LTC.

6. EVALUATION.

a. GENERAL. The Leadership Development Program (LDP) is a critical part of the Leader's Training Course, providing assessments through a series of formal and informal leadership opportunities conducted throughout camp. The primary trainers are the squad tactical officers (STO's) along with coach, mentor, trainers (CMT's) who provide feedback, and assist in training cadets. As cadets perform as leaders or team members, cadre members assess performance and identify strong and weak areas of leadership dimensional behavior. Immediately following completion of a leadership experience, cadets are counseled on

their performance. They also have the opportunity to receive peer feedback, and conduct a self-assessment. Each cadet will also receive a comprehensive one-on-one counseling at the end of camp.

b. **EVALUATED AREAS.** The primary focus of LTC is on leadership development and assessment, not evaluation. However, there are several areas that will be evaluated based on established Army standards. The Army Physical Fitness Test (APFT) will be administered twice at LTC, once near the beginning of camp, and once more near the end. The APFT consists of three events, the push-up, sit-up, and 2-mile run, each scored on a scale of one to 100, for a maximum attainable score of 300. Additionally, each cadet is required to take a diagnostic APFT prior to attending camp. Along with the APFT, height and weight will be measured to determine compliance with Army height/weight standards in accordance with FM 21-20. Land navigation, swim ability, and basic rifle marksmanship will be evaluated/graded and annotated on the CC Form 157-R cadet leadership evaluation report, however, successful completion of these events are not required for camp completion.

c. **CAMP COMPLETION CRITERIA.** Cadets are required to complete all Cadet Command directed training and all Leader's Training Course specific training. Additionally, cadets are expected to aspire to the Army values of loyalty, duty, respect, honor, integrity, selfless service, and personal courage. Consequently, illegal, unethical, or immoral behavior will not be tolerated and may be considered cause for dismissal from LTC.

(1) Cadet Command Directed Training. Cadets are expected to complete at least 80% of all scheduled training at LTC. Additionally, there are several Cadet Command directed events, such as the APFT and the combat water survival test (CWST).

(2) Leader's Training Course-Specific Training. Cadets must also attend the training listed below. If a cadet fails to attend any of these events due to injury, illness, or other extenuating or mitigating circumstances, the cadre will make every effort to ensure the cadet

makes up the training with another unit. If the cadet cannot make up the training, the Leadership Development Committee Chief, DCC, and CTO will review the cadet's performance and jointly recommend to the Commandant of Cadets whether or not the cadet's attendance at these events should be waived. Specific training that must be attended is: at least one of the two APFTs, land navigation, and Bold Leader.

8. **SAFETY.**

a. **GENERAL.** Military training can be hazardous. Paying attention to safety at all times can greatly reduce the danger. The Risk Assessment Management Program will be used at all times in the Leader's Training Course.

b. **INJURY PREVENTION.** The camp cadre provide specific instructions and reminders regarding safety and injury prevention throughout camp. Experience shows that most accidents could have been prevented or at least curtailed, if we use common sense, avoid horseplay, and are in good physical condition.

c. **POISONOUS PLANTS.** Learn to recognize and avoid poison oak and poison ivy.

d. **EARPLUGS.** Cadets will carry and use issued earplugs whenever required.

e. **IDENTIFICATION (ID) TAGS.** Cadets will receive ID cards and tags during in processing. Cadets must wear the ID cards and tags properly at all times, whether or not in uniform.

9. **REPORTING TO CAMP.**

a. **REPORTING TO CAMP.** Cadets should arrive between 0900 – 1800 EST on the reporting date shown in their Leader's Training Course travel order. If arriving by government vehicle or privately owned vehicle (POV), cadets should report to Bldg. 7103. Cadets will not be accepted more than 24 hours ahead of reporting dates and **must** obtain approval from the Camp Commander. **NOTE FOR FIRST COMPANY CADETS: Do not report to camp before 0900 hours on 1 June 2004 since dining facility and**

billeting accommodations are not available until that time. Special consideration is given to cadets from Guam, Samoa, and Puerto Rico – prior coordination is required. Send requests for early arrivals to the Commander, Leader's Training Course, ATTN: ATOE-PA, Ft Knox, KY 40121-5610 and submit NLT 1 May 2004.

b. BUS INFORMATION. Cadets who use bus transportation must check with the carrier for a detailed travel itinerary before departure. If traveling into the area from the south by Greyhound bus, Fort Knox is a scheduled stop on the route northbound. If traveling into the area from the north, Greyhound buses arrive in Louisville where you will connect to regular service to Fort Knox. This is the least effective method of travel for cadets. Cadets should consider using government transportation before using a bus.

c. AIRPORT INFORMATION. Commercial airline flights to the Fort Knox area arrive at the Louisville International Airport, approximately 35 miles north of Fort Knox. Signs are posted in the terminal to direct the traveler. Follow the instructions on the sign. The Leader's Training Course will staff the Fort Knox Reception Area and USO as required on 31 May, and during the hours of 0900-2400, or as required, from 1 June through 20 June. Government-furnished transportation to Fort Knox will be provided.

d. PRIVATELY OWNED VEHICLE (POV). **NOTE: POV TRAVEL MUST BE APPROVED IN ADVANCE BY THE CAMP COMMANDER.** You will not be able to use your POV while at camp. A strip map showing highway access to the Fort Knox ROTC Leader's Training Course area is at APPENDIX A. Fort Knox exits are off US 31W, which is best accessed from I-65, I-265 or WKY Parkway. To get to the Leader's Training Course, take the Fort Knox, Chaffee Road, exit. **Have your military or government ID card, vehicle registration and proof of insurance available for presentation at the gate if requested.** Report to Building 7103.

e. PROBLEMS. If cadets encounter difficulty while enroute to the Leader's Training Course which may prevent reporting on time,

immediately telephone the Camp G1 Office, commercial (502) 624-1994/2948, or the Tactical Operations Center, commercial (502) 624-5792.

DO NOT DELAY IN MAKING THIS IMPORTANT CALL.

10. TRAVEL.

a. METHODS OF TRAVEL. Regulations authorize three methods of travel. Travel orders may state one or more of the following:

(1) Government Transportation Request (GTR). Most cadets attending the Leader's Training Course are directed to travel by GTR. The following instructions apply:

(a) Voluntary changes to any part of ticket(s) for other than valid mission necessity may result in additional cost, which cadets must pay.

(b) Travel regulations prescribe mileage allowance of \$0.365 per mile for travel performed at personal expense from home to the public transportation terminal used, and return, as long as the terminal used is not for personal reasons.

(c) Cadets must exercise proper safeguards for travel documents since GTRs are the same as money and cadets are liable for the cost involved in the event of a loss. Immediately report loss of a ticket paid for by government funds to either the assigned battalion or to the transportation officer at the supporting travel office. Cadets must pay the approximately \$50.00 cost for replacement of lost GTR. This charge is not reimbursable. A claim for reimbursement for lost ticket(s) requires a minimum of 6 months to settle.

(2) Government Furnished Transportation. This method directs the use of US Government or government furnished transportation and applies to cadets whose starting point is outside the continental limits of the United States, such as Hawaii, Alaska, Panama, Guam and Germany.

(3) Privately Owned Vehicle (POV).

(a) All cadets attending the Leader's Training Course are directed to travel by GTR. In certain situations where it is fiscally advantageous to the US Government, regulations may authorize exceptions to allow travel by POV. Cadet Command policy for the Leader's Training Course is that requests for POV travel will only be considered for cadets **within a 500-mile radius of Fort Knox**. If eligible, cadets must obtain written authorization for POV travel from the Camp Commander prior to camp. **Battalion Commanders must provide written notification of cadets traveling by POV to Commander, LTC, ATTN: G-1, Cadet Records Branch, NLT 1 May 2004.**

(b) After arriving at Fort Knox, all cadet POVs will be parked in the camp area. Cadets will not be authorized use of their POV during the Leader's Training Course.

(c) Reimbursement for travel performed by POV to and from camp, as an owner/operator, will not exceed the constructive cost of a common carrier. If cadets elect to travel by POV as a passenger, i.e., returning with parents in their automobile after graduation, they will receive reimbursement for travel upon returning to host institution.

b. TRAVEL PLANS. Discuss travel plans with cadre to ensure understanding of entitlements. Retain and safeguard all copies of tickets, GTRs, and orders. Cadets must furnish all transportation documents upon reporting to the Leader's Training Course to allow for adequate time to schedule return travel arrangements. The desired mode of travel and destination upon conclusion of camp are important and the cadet must make this information known early so the camp staff can make necessary transportation arrangements. Transportation changes during the last two weeks of camp will not be made for anything other than emergency reasons.

c. FOLLOW-ON TRAINING: AIRBORNE, AIR ASSAULT, AND NURSE SUMMER TRAINING PROGRAM. Cadets who will attend cadet practical field training (CPFT) at an installation other than Fort Knox or attend

Airborne or Air Assault training immediately upon completion of camp cannot drive to the Leader's Training Course by POV. The Leader's Training Course will not adjust departure dates from camp or reporting dates to installations to authorize driving time.

11. **SPECIAL DIETS.** Provisions for special diets do not apply to personal preference diets such as vegetarian diets. The dining facilities at camp will support special diets required for medical or religious reasons to the extent that AR 30-1, The Army Food Service Program, dictates support. **If cadets require a special diet due to medical or religious reasons, inform the camp G-1 prior to 1 May 2004.**

12. WHAT TO BRING.

a. MANDATORY ITEMS. Cadets must bring to camp the items listed below:

(1) Cadets will only have one wall locker (6ftx3ft) for storage of all clothing, camp issued equipment and personal belongings.

(2) Military clothing issued by ROTC battalion: six brown undershirts, six pair of black wool socks, two pair of combat boots. Combat boots authorized for wear at the Leader's Training Course are: LIN C06749, boot combat, leather, black (black combat boot) and LIN C07440, boot, hot weather (jungle boot). **Ensure combat boots are broken in prior to arriving at the Leader's Training Course.**

(3) If attending Cadet Professional Development Training (e.g., airborne, air assault, etc.), refer to the appropriate MOI for additional uniform requirements.

(4) Bring two pairs of eyeglasses (if applicable). Contact lenses are not suitable for all training events.

(5) Bring a whistle for use during land navigation and Bold Leader.

b. RECOMMENDED ITEMS. Cadet Command also recommends bringing the following items:

- Money (approximately \$50-75, preferably traveler's checks, to defray expenses while traveling and until first payday)
- Alarm clock
- Sewing kit
- Camera/film (inexpensive or disposable camera)
- Stationery and stamps
- Clothes iron (optional)
- Slippers
- Mirror
- Robe
- Civilian clothing – keep to a minimum, two-three outfits
- Eyeglass retainer, if applicable
- Combination Locks (2)

Additionally, refer to “Passport to Gold” for recommended personal clothing items.

c. DOCUMENTS. Bring the following documents and have them in your immediate possession upon reporting to camp:

(1) Travel documents to include any government transportation requests or unused commercial bus or airplane tickets issued at government expense or purchased at personal expense.

(2) At least 6 copies of Leader's Training Course Travel Orders plus copies of amendments, if applicable.

(3) **A pre-camp checklist found in the “Passport to Gold” signed by the PMS is also required.**

(4) A copy of your **DODMERB** physical exam and any medical documentation regarding questionable acute medical conditions that your cadre has not included with the Leader's Training Course Medical Records Folder. Cadets who are not DODMERB qualified prior to camp will bring a DA Form 3425-R, (Medical Fitness Statement) signed and dated within the past 6 months along with a copy of the DD Form 2492 (Medical History). Cadets who are under 18 years old will also bring a completed Medical Consent Form signed by their parent or guardian.

(5) A copy of your APFT card.

e. MEDICATIONS

(1) Prescription Medications. All medications must be in their original containers with prescribing information (i.e. not pill boxes or plastic baggies). Bring enough medications for the duration of camp and any follow-on training.

(2) Over-the-Counter Medications-(see Appendix C). All medications, supplements and vitamins must be in the original labeled container. Personal non-prescription drugs (Tylenol, Benadryl, Aspirin, Midol, Motrin, etc), food supplements, and vitamins may be retained and used by cadets as intended and approved by the FDA, subject to inspection.

(3) All medications. (prescription/nonprescription), vitamins and supplements will be reported to the camp Medical personnel during inprocessing. Any medications, etc not reported during inprocessing or that are considered inappropriate or unsafe in the training environment will be confiscated by the Drill Sergeant's and Company Tactical Officers. Prescription medication should be kept secured at all times. Cadets will not share medications. See Appendix C: Medication Policy for Leader's Training Course.

13. **WHAT NOT TO BRING.** Do not bring:

a. Weapons or ammunition of any type. Knives with blades longer than 3 inches.

b. Large amounts of cash. Traveler's checks are a wise choice.

c. Expensive watches, jewelry, or other valuable small items.

d. Excess baggage. Cadets must limit the amount of baggage they bring to camp. Normally airlines permit one regular suitcase, one duffel bag, and a carry-on bag, and assess charges for additional baggage. Additional bags are excess and are not reimbursable. Also, cadets may not mail personal property, to

include uniform items, to or from camp at government expense.

- e. High Tech Boots.
- f. Cell phones or personal pagers.
- g. BDUs or BDU patrol cap.

14. **MEDICAL AND DENTAL CARE.**

a. **GENERAL.** During camp, cadets who are injured, suffer serious illness, or contract a disease in the line of duty, are entitled to US Army hospitalization and medical care. The Federal Employees Compensation Act (FECA) administered by the Department of Labor may also entitle cadets to further benefits and compensation. In order to ensure FECA benefits, cadets must initiate a claim while at the Leader's Training Course. The BENEFITS AND CLAIMS section (par. 15) of this circular contains additional information on filing a claim.

b. **MEDICAL EXAMINATION.**

(1) Fort Knox medical assets are limited for support of the Leader's Training Course and therefore all medical examinations for cadets should be conducted prior to reporting to the Leader's Training Course.

(2) During the first 24 hours of camp, cadets without a qualifying DODMERB physical or signed DA Form 3425-R will receive a medical screening exam to determine whether the cadet is in good health and safe to participate in training. Cadets must provide accurate information about previous illnesses and injuries when taking the medical screening and when completing the applicable portions of DD 2807-1 (Report of Medical History).

Concealment of a disqualifying medical condition can lead to dismissal from the Leader's Training Course.

(3) The medical examination administered at camp clears the cadet for training only. DODMERB physicals will not be done at the Leader's Training Course.

(4) Remedials for DODMERB physicals previously done are limited to and based on the availability of medical support.

c. **MEDICAL DISQUALIFICATIONS.**

The Camp Commander will release from camp, as soon as practical, those cadets found medically disqualified as a result of the Leader's Training Course medical screening/examination or injuries sustained at camp, unless a medical waiver is granted.

d. **MEDICAL WAIVERS.** CG, Cadet Command is the final approving authority for all medical waivers granted at camp. Cadets scheduled to attend follow-on training (CPFT) who receive temporary medical waivers and remain at camp will be reviewed prior to attending follow-on training.

e. **DENTAL.** Medical entitlements at the Leader's Training Course include emergency dental care.

f. **IMMUNIZATIONS.** No immunizations will be given at the Leader's Training Course. Cadets should have had their immunizations updated prior to entering college.

15. **BENEFITS AND CLAIMS.**

a. **MEDICAL BENEFITS.** The Federal Employees Compensation Act (FECA) entitles you to certain medical benefits. These benefits, depending on the circumstances, consist of Disability Compensation, Medical Care, and follow-up medical treatment. The US Army provides only immediate medical care for injury or illness suffered at the Leader's Training Course. Cadets must obtain any further medical care required subsequent to the Leader's Training Course from civilian sources and must pay the costs of such care, unless the cadet submits a claim while at LTC for FECA benefits and the Department of Labor approves the claim. Cadets may obtain further information from their PMS concerning benefits, to include medical coverage/treatment.

b. **COVERAGE.** Ireland Army Medical Center at Fort Knox will provide medical care for injuries and illness suffered during camp. If the

condition is likely to require further medical treatment or result in temporary or permanent disability, cadets should submit a report of injury/claim for disability or other benefits to the Department of Labor. Cadets are responsible for submitting this claim with the camp medical claims officer. **Cadets must initiate a FECA claim and obtain all necessary documentation (to include medical) prior to departure from the Leader's Training Course to ensure prompt action on the claim by the Department of Labor.**

c. FORMS. Cadets are responsible for contacting the Camp Claims Officer or Company Administrative NCO for assistance in initiating claim forms for coverage under FECA. Cadets must do this as soon as practical after incurring a disease or injury. Complete the required forms and obtain necessary documentation before leaving camp to preclude delays in processing any future claims. Claims submitted subsequent to completion of camp often encounter delays because information needed to complete the forms is not readily available, line-of-duty letters are hard to obtain, and the required medical documentation is not always available.

d. MEDICAL OR COMPENSATION CLAIMS. The filing of a medical or compensation claim will not reflect upon performance at the Leader's Training Course. If cadets suffer an injury or illness at camp that will require further medical attention subsequent to the Leader's Training Course, then initiate a claim as soon as possible.

16. **FAMILY/VISITORS.** Cadet Command highly recommends that cadets do not bring family members to camp. If cadets elect to bring family members, it is at the cadet's personal expense and cadets must make all arrangements for their accommodations because neither transient nor temporary quarters are available. Remember that the primary objective at the Leader's Training Course is to train and there will be very little free time. On the same note, it is highly suggested that cadets discourage visitors until becoming familiar with the daily routines of the Leader's Training Course. All visitations must be approved in advance by the camp chain of command. Family members are

welcome at the end of camp graduation ceremony as long as they fund their own travel and lodging.

17. **PRIVATELY OWNED VEHICLES (POV).** Upon arrival at the Leader's Training Course, cadets will park POVs in the designated camp area parking lot and will not be allowed to drive the vehicles until the day they depart Fort Knox.

a. REGISTRATION. Cadets authorized and electing to travel to camp by POV must register their vehicles during in processing. To register a vehicle, cadets must have the following:

(1) Written authorization from the Camp Commander in accordance with paragraph 10a(3)(a).

(2) Evidence that the vehicle is insured with a minimum of \$10,000 coverage for property damage and \$25,000/\$50,000 for public liability. If the vehicle is licensed in a state that requires "proof of insurance," cadets must have that documentation in the POV while operating it in Kentucky. Kentucky is a "proof of insurance" state.

(3) A valid state registration. If a cadet is not the legal or registered owner, a notarized statement from the owner of the vehicle, giving each cadet permission to drive the vehicle must be presented.

(4) A valid state driver's license.

b. NONREGISTERED VEHICLES. Any vehicle which cannot be registered during in-processing will be impounded and secured until it can be registered or until completion of camp.

c. SECURITY OF VEHICLES. While at camp, lock parked vehicles. Do not leave valuables in parked vehicles. Recommend that hubcaps, antennas, or other easily removable items be secured in the trunk.

d. CLAIMS FOR CB RADIOS/STEREOS/ CELLULAR TELEPHONES. The US Army will not honor claims for settlement of "non-permanently" installed CB radio or cellular telephone

equipment stolen from the passenger compartment of a POV, but it will settle a claim (maximum of \$200) for the theft of such equipment from a properly secured vehicle trunk. This policy also denies payment for damage to the car. Although Fort Knox provides a secured parking area, we recommend you not bring CB radio or cellular telephone equipment to camp.

18. PERSONAL SERVICES AND RECREATION.

a. PERSONAL AFFAIRS. Cadets should first contact Platoon TAC Officer/NCO if personal problems develop during camp. Chaplains are also available for counseling assistance.

b. RELIGIOUS SERVICES/SUPPORT. The Fort Knox and the Leader's Training Course Chaplain staff will hold services for various faiths each week. Due to the training environment, they will often conduct services in the field and at other than routine times. Specify the denomination of choice to the battalion cadre during the camp cycle assignment process. The Camp Chaplains want to provide religious support across the broad spectrum of denominations, but can only do so if they have reliable information.

c. POST EXCHANGE (PX).

(1) The main PX is comparable to a department store. Cadets may use the PX upon presentation of a valid Identification Card. A small PX in the camp area also carries toiletry articles, magazines, books, towels, etc.

(2) Appropriate civilian attire for exchanges is posted outside the exchange. The Battle Dress Uniform is permitted.

(3) Cadets can cash checks at all exchanges (personal first-party checks for not more than \$300.00 cash or \$20.00 over amount of purchase). Cadets will speed check-cashing time if the following personal information is already written on the front of all checks: Name, SSN, university, city, state, and ROTC unit at Fort Knox. Exchanges will not accept two-party checks. Have money from home sent as a money order.

d. LAUNDRY. All cadets are encouraged to utilize laundry services provided at the Leader's Training Course. A commercial contractor will provide laundry services for all items both personnel and military to include BDUs at no cost to cadets. Laundry service will include 2-3 weekly turn-ins and pickups. BDUs will not be pressed. **Cadets can use the washers and dryers in the company area for personal items, but their use will be minimal.** If individual clothing is lost or damaged by the laundry contractor, cadets may file a claim against the US Government through their company supply sergeant. It is imperative that cadets immediately inventory clothing upon receipt and notify their supply sergeant NLT 72 hours upon discovery of loss or damage. Retain your receipt copy of the Laundry List for Military Personnel, to provide accountability of clothing turned in to the laundry.

e. POSTAL SERVICE.

(1) Cadets will find stamp vending machines located in the ROTC Camp PX. Complete postal services are available at the Fort Knox Main Post Office. It is recommended that cadets bring an initial supply of postage stamps and envelopes to camp.

(2) All outgoing mail should include the Fort Knox address as the return address.

(3) Each company holds mail call daily, except Sunday. Mailboxes for outgoing mail are located in the camp area.

(4) Cadets should advise correspondents not to write until a complete mailing address has been received. **Do not use** Company nicknames in the address. Correspondents should use the following address:

Cadet Full Name
Leader's Training Course
Cycle Number
Fort Knox, KY 40121

f. PUBLIC PAY TELEPHONES. A limited number of coin operated pay phones are available in the company areas for cadet use.

Cadets should plan to use telephone calling cards, as there are more credit card operated phones available. Additionally, the credit card phones can be used to make a collect call. Each cadet is given a 30-minute phone card and additional cards may be purchased at the PX.

19. CADET PAY.

a. PAY. Base pay is \$26.42/day less deductions. Cadets may receive two casual pays consisting of \$20 within the first two days of arrival and \$100 within the next week. Cadets will receive the balance of their pay, less deductions, by electronic funds transfer upon release from camp or graduation. Electronic Funds Transfer is the method of payment, therefore cadets must open a checking or savings account prior to camp. Cadets should see their ROTC cadre for assistance with establishing direct deposit.

20. ABSENCES FROM CAMP.

a. EMERGENCIES. The Camp Commander or designated representative may authorize absences for emergency reasons. Prior to departure for the Leader's Training Course, advise next of kin (NOK) that if a cadet is needed at home during an emergency, NOK should contact the ROTC university cadre immediately. The ROTC university cadre will then assist NOK in contacting the nearest American Red Cross (ARC) representative. This is important because a representative of the Camp Commander can immediately authorize an emergency absence if the Red Cross has verified it.

b. EARLY RELEASES. The "tiered" camp structure should eliminate the majority of early releases other than for bonafide emergency reasons. Each PMS will make known specialized training and summer school requirements prior to scheduling camp attendance. The Leader's Training Course will consider requests for early release, initiated subsequent to start of the Leader's Training Course, only for extreme emergency or hardship and administrative reasons.

(1) While at camp, route requests for early release through the Company TAC Officer and

Region Liaison Officer at camp to the Camp Commander, ATTN: G1, Cadet Records Branch. The LNO must confirm the circumstances for an early release and so indicate by an appropriate comment on the request for early release.

(2) Address **requests for early release, initiated prior to the start of camp to the Commander, Leader's Training Course, ATTN: ATOE-PA, Ft Knox, KY 40121-5610 and submit NLT 1 May 2004.** Clearly substantiate any request for early release to attend summer school with supporting documentation from an appropriate school official such as the registrar, dean of an academic department, or an academic advisor.

(3) Early release requests are considered on an individual basis. Approval of the request and granting camp completion credit is given only if a cadet has successfully completed or can complete all mandatory training.

21. **DEPARTURE FROM CAMP.** Unless approved for an early release, cadets may not depart Fort Knox until after the conclusion of the graduation ceremony. Companies will normally accomplish turn in of equipment and barracks inspection the day prior to graduation. For cadets who are traveling by commercial air, camp personnel will not normally schedule a flight departing Louisville airport prior to 1500 hours on the scheduled graduation date.

22. **SECURITY OF PERSONAL PROPERTY.** Trust, which develops between fellow cadets, can easily lead to careless practices. The open bay barracks living conditions and easy access to the barracks make an inviting situation for a thief. The consequences of inadequate security rest entirely with you. To avoid loss, take the following actions:

a. DO NOT leave money or valuables in the barracks.

b. DO NOT bring expensive watches, cameras, or stereo equipment. (Inexpensive watches and cameras suitable for field use are available at the PX).

c. DO lock wall lockers and footlockers, even while you're showering.

d. DO secure all prescription medications.

23. **CAMP YEARBOOK.** The Camp Public Affairs Office produces a complimentary yearbook for each Leader's Training Course graduate. The yearbooks are mailed to the battalion by mid-November. Each cadet should coordinate with their PMS/cadre to receive their yearbook.

24. **DISCIPLINE, LAW AND ORDER.**

a. **GENERAL.** Cadets are expected to conduct themselves in a manner befitting a prospective commissioned officer. If a cadet displays poor attitude, engages in misconduct warranting disciplinary action, or performs in a substandard manner, they may be subject to evaluation by a board of officers and possible dismissal by the Camp Commander.

b. **JURISDICTION.** The Uniform Code of Military Justice does NOT apply to cadets at camp. If cadets commit a criminal offense while at camp, they are subject to prosecution by the appropriate local, state, or federal authorities.

c. **OFF LIMITS AREAS.** The following areas are off limits to all cadets:

(1) All areas and buildings on Fort Knox marked by an OFF LIMITS sign.

(2) All Noncommissioned Officers' (NCO) and Enlisted Clubs unless otherwise approved by the Camp Commander.

(3) Civilian establishments designated "OFF LIMITS." A list of establishments that are designated as off limits will be posted on bulletin boards in platoon areas.

(4) All other activities and places as announced in the Camp Bulletin.

d. **TRAFFIC REGULATIONS.** If cadets operate a motor vehicle on post, they will conform to the motor vehicle laws of the State of

Kentucky and the traffic regulations of Fort Knox.

(1) The speed limit on post is 25 miles per hour unless otherwise posted. It is strictly enforced.

(2) Do not drive vehicles between the vehicles of a convoy (three or more military vehicles under a single commander), unless authorized by the individual in charge of the convoy.

(3) Take special care when passing troops marching/running in formation. The speed limit is 10 MPH.

(4) Cadets must use seat belts on the Fort Knox Military Reservation and in the State of Kentucky.

e. **PERSONAL CHECKS WITH INSUFFICIENT FUNDS.** It is every cadet's responsibility to ensure that sufficient funds are on deposit before writing personal checks. Checks with insufficient funds or "bounced" checks receive the personal attention of the Camp Commander and indicates poor officer potential. Overdraft protection is a worthwhile option.

25. CADRE/CADET AND CADET/CADET RELATIONSHIPS. While at camp, cadets will receive training on the components of sexual harassment, improper relationships, and fraternization between cadre and cadets or between cadets and other cadets. Cadre and cadets are expected to maintain the highest standards of honesty, impartiality and professionalism to ensure the proper performance of our Leader's Training Course mission. Inappropriate behavior will not be tolerated and will be dealt with expeditiously and personally by the Camp Commander.

a. Cadre will address cadets as "Cadet" e.g., "Cadet Johnson, report to the orderly room."

b. **Sexual Harassment.**

(1) Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, request for sexual favors, and other

verbal or physical conduct of a sexual nature. It is sexual harassment when any of the following occurs:

- (a) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career.
- (b) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.
- (c) Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.
- (2) When a person who in a supervisory or command position, uses or condones implicit or explicit sexual behavior to control, influence or affect the career, pay, or job of another soldier, civilian, or cadet is engaging in sexual harassment.
- (3) When a person makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature, he/she is engaging in sexual harassment.

c. **Improper Relationships.** The regulatory restriction found in AR 600-20 prohibits relationships between members of different rank that involve or give the appearance of partiality, preferential treatment, or the improper use of rank or positions for personal gain, and are prejudicial to good order, discipline, and morale. This is especially true of the superior-subordinate relationship, which exists between cadre and cadets as well as between cadets in the same unit at the Leader's Training Course. Personal and romantic relationships between senior and subordinate are perceived by all as a cause for partiality and preferential treatment, and are invariably the source of embarrassment to this Command. Therefore, personal and romantic relationships between senior and subordinates are strictly prohibited. Cadets must conduct themselves in a professional manner and in a manner that cannot be misinterpreted as an improper relationship.

d. **Reporting Offenses.** The Company TAC Staff will discuss the topics of sexual harassment and improper relationships with their cadet companies. Committee Chiefs will discuss these topics with their cadre, direct support, and Reserve Component personnel. Individuals who have been subjected to sexual harassment or improper advances should be advised to report it to their Chain of Command, or if that is not possible, to take the matter to the Inspector General.

e. **Sexual Activity.** Sexual activities are strictly prohibited in the barracks or field environment during the Leader's Training Course.

26. **LOCATION/AVAILABILITY OF CAMP INSPECTOR GENERAL (IG).** The Camp IG serves as an extension of the Camp Commander's eyes, ears, voice, and conscience. The IG provides service to all the Leader's Training Course cadre and cadets. The IG is available on a walk-in basis during the published hours or by appointment for assistance with complaints and redress of grievances without fear of reprisal. Procedures for IG visitations are established in the Leader's Training Course SOP. The IG's telephone numbers are (502) 624-7947 or 5428.

27. ADMINISTRATIVE GUIDANCE FOR CADRE

27-1. The Leader's Training Course personnel records.

a. Prepare a personnel record for each attendee containing the following documents:

- (1) **DD Form 93(Record of Emergency data).**
- (2) **Six copies of the travel order**
- (3) **Physical examinations (see par. 27-2 below).**
- (4) **Completed W-4 tax withholding form.**
- (5) **Extract of clothing record.**
- (6) **A training record for each cadet (if appropriate).**

- (7) CC Form 139-R
- (8) Academic Transcript
- (9) Special Dietary Requirements (if needed)

b. Send personnel record to Headquarters, Leader's Training Course, ATTN: G-1 (Cadet Records), by 1 May 04. Affix labels on records in the upper left corner of folders with the information indicated in figure 27-1 below.

SMITH, JIMMY L. 000-11-2222 Cycle Desired

(School Code).....

(University).....

(Cycle X, Sex)

Figure 27-1. Label information

27-2. Physical examinations.

a. Department of Defense Medical Evaluation Review Board (DODMERB) approval is required for all physicals of cadets attending the Leader's Training Course and contracting into Army ROTC. Copies of medical examinations sent to DODMERB must be hand carried to the camp. Remedials pending at the time the student arrives at camp may be accomplished at the Fort Knox MEDDAC on a limited basis if the specialty is available and time lost to training is minimized. Efforts should be made to complete all remedials prior to arrival at camp. Applicant's who are medically disqualified at camp may request a medical waiver from the Cadet Command Surgeon if the condition is waivable IAW AR 40-501; if not, the cadet will be released from camp.

b. Complete the DODMERB physicals IAW AR 145-1, chapter 3; AR 40-501; and Cadet Cmd Pam 145-4, chapter 2. Every effort to complete physicals must be made by the battalion commander/PMS because of the shortage of examining physicians at Ireland Army Community Hospital, Fort Knox MEDDAC. No DODMERB physicals will be performed at camp. Cadet's reporting without a qualified DODMERB physical or signed DA Form 3425-R will have a Safe-to-Train physical done within 48 hours of arriving at camp to determine their medical status.

c. Battalions will forward copies of the completed examinations to Chief Nurse (Camp Medical LNO), Eastern Region, USACC, ATTN:

ATOB-NR, Ft. Knox, KY 40121-5610. In addition, make a copy of the physical and place it in the cadet's camp file before forwarding. If a copy of the physical is not in the camp file, send a memorandum to the Chief Nurse stating the status of the physical.

27-3. Funds & Travel. Cadre must make training reservations for cadets in CCIMS-Training Module. For cadet orders see US ARMY CADET COMMAND FY2003 ROTC CAMPS BUDGET SOP.

a. Pay for ROTC Leader's Training Course attendance. Applicants who attend the Leader's Training Course will be paid at the rate prescribed by law (see DOD 7000.14-R, sections 80401 to 80410). Pay for all students attending the Leader's Training Course will be made through the DJMS-RC/ROTC cadet pay system. The payment of a casual pay (about 5 days after arrival) must be coordinated and approved by the Fort Knox DAO.

b. Treasury Department Form IRS W-2 (Wage and Tax Statement) is prepared for each student. Appropriate copies of completed TD Form IRS W-2 will be mailed in the month of January following the Leader's Training Course attendance, to each student's home of record. Advise students to retain their copies of the form for submission with current calendar year income tax returns.

c. TD Form IRS W-4 (Employee's Withholding Exemption Certificate) must be completed by each student prior to arrival at the Leader's Training Course and retained at the battalion.

27-4. Morale and welfare benefits. **Authorize benefits IAW AR 215-1 and AR 215-2.**

27-5. Death gratuity. Title 10, U.S. Code, section 1475(a)(4), authorizes a death gratuity for a student who dies while undergoing the Leader's Training Course training or while traveling to or from the Leader's Training Course. Attendees at the Leader's Training Course are covered by Workmen's Compensation Act in lieu of Servicemen's Group Life Insurance (SGLI).

APPENDIX A – DIRECTIONS TO FORT KNOX

You may also go to this website to download a map: http://www.knox.army.mil/directions_louisville.stm

Louisville International Airport (SDF) to Fort Knox

Directions	Distance
1: Start out going Northeast on FREEDOM WAY.	0.5 miles (0.8 km)
2: Take the I-264 WEST/WATTERSON EXPRESSWAY ramp.	1.0 miles (1.6 km)
3: Merge onto I-264 W.	3.4 miles (5.4 km)
4: Take the US-31W SOUTH/US-60 WEST exit, exit number 8A, on the left towards FT. KNOX.	0.3 miles (0.5 km)
5: Merge onto US-31W S.	23.6 miles (38.0 km)
6: Take the CHAFFEE AVE ramp towards FT KNOX/MAIN ENTRANCE.	0.2 miles (0.3 km)
7: Merge onto CHAFFEE AVE.	0.2 miles (0.3 km)

There are 1.19 miles (1.91 km) between the end of the directions and 40121. Use local roads to get to 40121.

Total Distance: **29.2 miles (47.0 km)**

Total Estimated Time: **52 minutes**



DEPARTMENT OF THE ARMY
HEADQUARTERS EASTERN REGION
UNITED STATES ARMY CADET COMMAND
FORT KNOX, KY 40121-5610

reply to
ATTENTION OF:

ATOE-ZA

6 January 2004

MEMORANDUM FOR All Cadets, Cadre and Drill Sergeants at Leader's Training Course

SUBJECT: Leader's Training Course Medications and Dietary Supplements Policy

- 1. All students participating in the Leader's Training Course are permitted to retain their approved prescription and non-prescription medications after they are screened. Screening is performed by the camp medical authorities during initial medical in-processing on Day 1. Students will inform the medical personnel of all medications and any dietary supplements brought with them to the Leader's Training Course at this time. All medications must be in their original labeled container.**
- 2. Appetite suppressants such as: Dexatrim, Ephedra and Ephedra-based medications, Metabolife and high caffeine-based medications such as Vivarin, are not permitted during camp. Food supplements such as Dr. Atkins bars and non-steroidal muscle builders such as Creatine and MET-X are not permitted during camp. All prescription and non-prescription medications, vitamins and supplements will be reviewed for appropriateness of use and safety by the camp medical authority.**
- 3. Students are evaluated individually and allowed to keep non-prescription medications and supplements that are determined safe for their ongoing use as intended and approved by the FDA. Approved non-prescription medications include over-the-counter pain medications (Tylenol, Motrin, Aleve) and allergy medications (Benadryl). Upon determination of safety, camp medical authorities will indicate on the Camp Medication Form what prescription and non-prescription medications the student may retain. The student will give their drill sergeant the original copy upon completion of Day 1 in-processing. The second copy will go to the chain of command and the third copy will be retained in the student medical record. Any substance/medication not indicated on the Camp Medication Form will be retained by the drill sergeant during inspection and returned to the student at the end of the Leader's Training Course. The student may see any of our medical authorities for evaluation of their medications not indicated on the Camp Medication Form.**
- 4. All students given medications at sick call will have their medications indicated on their sick call form (DD 689) and give it to the drill sergeant immediately upon return to training. This will indicate to the drill sergeant all medications that were given at sick call. Student medications prescribed at sick call are recorded in the student medical record.**
- 5. Any questions on this policy or assistance needed may be directed to LTC Fritz our Camp Chief Nurse, at (502) 624-6855.**

21 January 2004

Cdt Cmd Cir 145-05-2

PAUL L. WILLIS
COL, TC
Commanding

B-1

The proponent of this circular is the Directorate of Training. Users are invited to send comments and suggested improvements to the Commander, U.S. Army Cadet Command, and ATTN: ATCC-TT, Fort Monroe, Virginia 23651-5000

ALAN WAYNE THRASHER
Major General, U.S. Army
Commanding

OFFICIAL:

DISTRIBUTION:

A, B, C, D

5 - ATOE-PA
Camp Coordinators
100th Division (IT)
KYARNG Military Academy
Commander, ARPERSCOM, ATTN: DARP-MOT
DPTMS, Fort Knox